

Chairman, CODIB Task Team VII

20 July 1964

CODIB Support Staff

Task Team Terms of Reference

Perhaps the initial thoughts on subject in the attached paper will be of some assistance to you in your formulation of Terms of Reference for your Task Team on Analyst Communication.



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AD HOC PROBLEM GROUP - VII

ANALYST COMMUNICATION

STATEMENT OF INITIAL OBJECTIVES

I PROBLEM GROUP OBJECTIVE:

To develop proposals whereby intelligence research analysts can obtain rapid access to extant information and expertise that might bear on a particular intelligence problem.

II INITIAL PROBLEM PARAMETERS:

A. SCOPE

1. All subjects, areas, sources and security classifications are to be considered.
2. Analysts and any organization performing current, basic, estimative, counter, or operational intelligence analysis are to be included.
3. Raw, collated, and finished intelligence information are included but emphasis is on information produced or held by intelligence analysts.
4. All forms (written, machined, oral, photos, maps, etc.) of information are included.

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5. All USIB staff and contract organizations are within the scope of the problem and selected non-USIB elements or individuals may be included where warranted by affinity of interests.
6. Only substantive intelligence information is of concern - not administrative or systems information.

B. DESIRED CHARACTERISTICS:

1. A perpetual current inventory of information repositories and subject-area expertise.
2. A means for ready access to the inventory by intelligence analysts.
3. Recognized means to rapidly connect the needing analyst with the information repository and the knowledgeable analyst.
4. Useful separation and recognition of informal information exchange from official coordination and dissemination of substantive intelligence.

C. CONSTRAINTS:

1. A means must be provided for verification of security clearance for receipt of the inventory information whether in published form or a telephonic directory service.

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2. Proposals must be reconciled with departmental minimum requirements for dissemination, liaisons, and coordination for actual/contact and access to files.
3. Proposals should capitalize on not duplicate related efforts under Ad hoc Problem Group IX, ADP Systems Library.

III INITIAL PROBLEM GROUP TASKS:

1. Inventory all analysts by:

Name

Organization

Subject/Area responsibility

Information level competence

Source cognizance

Product responsibilities

Liaison channel

Phone number

File holdings

Security clearance

Principal counterparts by name and organization

2. Inventory principal reference organizations by:

Name

Organization

Function

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Scope

Subject/area

Source

Security class

Info level

Resources

Doc. ref.

Info service

Bibliographies

Research

Principal Using-Organizations

Liaison channel

Security clearance

Dissemination limitations

Phone number

3. Inventory all central file holdings by:

Name

Holding Org

Date of info

Level of info

Subject/area coverage

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Source coverage

Form of output

Size of file

Security class and dissem controls

Liaison channel

4. Inventory all substantive intelligence products by:

Name

Producing organization

Coverage

Subject/area

Source coverage

Level of information

Security classification range

Form of publication

Volume of publication

Dissemination control point

**5. Inventory non-reference organizational resources by showing
for each organization:**

Name

Functions

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Coverage (subject/area/source/class)

Service limitations

Liaison channel

6. **Determine additional communication needs by soliciting analysts and analysts management.**
7. **Design alternative mechanisms and procedures for maintaining perpetual inventories on 1-6 above and estimate resources required for each alternative. Consider particularly the feasibility of a central directory service and the use of machine assistance.**
8. **Design alternative systems for analysts access to the perpetual inventories.**
9. **Relate access system to official liaison, dissemination, and coordination channels.**
10. **Relate proposals to item list portion of Ad hoc Problem Group II and to any files inventory planned as part of the ADP Systems Library (Ad hoc Problem Group IX).**
11. **Relate proposals to similar non-USIB activities, e.g., SIE and the National Referral Center for Science and Technology at LC, and the National Standard Data Reference System at the National Bureau of Standards.**

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12. Determine additional tasks and resources required to accomplish objective.

13. Report to CODIB.

IV SCHEDULE

1. Problem group members are to be designated by _____/
2. Initial report to CODIB to be ready by _____.

V MEMBERSHIP

1. Members of the ad hoc problem group should be designated from each USIB Department plus NSF and NBS. Members will require full security clearance and have knowledge of intelligence analysis activities on a department-wide basis. Each member will be required to spend _____ hours on the effort during this initial period.

VI GUIDANCE

1. The problem group will be under the guidance of CODIB and relate to other problem groups through the CODIB Support Staff.